

**City of Roanoke
Public Works Service Center
Standard Operating Procedure**

Subject: Waste Oil Disposal	Revised: 9/27/19
Purpose: To ensure the proper handling of used/ waste oil	

Responsible Parties:

- Fleet Garage: Maintenance Superintendent and Supervisor
- Tractor/OPE and Sweeper Shop: Maintenance Supervisor

Performance Frequency: N/A

Documentation: N/A

Training: Management and/or Supervisors will cover this SOP with all newly hired and/or temporary personnel whose duties include the handling and disposal of used waste oil within their first 60-days of employment.

Trainees must complete the signature section below and a copy of the signed SOP shall be sent to Environmental Management.

Procedure:

1. Remove drain plug and drain used oil from vehicle/equipment into an appropriately sized collection pan.
2. Pour used oil from the collection pan into one of the bulk used oil tanks: Fleet - located across from the parts warehouse, Tractor Shop – located within the fenced OPE area.
3. The superintendent and/or supervisor will keep a daily check on the fluid level of the used oil tank. The Maintenance Superintendent or Supervisor will call the used oil vendor to empty the used oil tank as necessary.
4. Spills: Immediately clean up all spills or drips using the appropriate absorbent (*i.e.*, reusable cloth rags and mats, disposable pads, socks, granular pellets or powders). Dispose of used absorbents in the appropriate container:
 - A. Place reusable cloths and rags into the Rug Absorbent System (RAS) drum outside the Fleet Satellite Accumulation Area
 - B. Place absorbent socks, granular pellets and powders into the used oil absorbent drum in the Fleet Satellite Accumulation area.
5. All drain pans are emptied or covered at end of day. Pans contaminated with dirt or grime shall be washed in an aqueous parts washer.

Trainee Name: _____ **Signature:** _____

Date: _____

Send completed form to Environmental Management at: envmgt@roanokeva.gov.